

Phoenix Program Process Definition – General Ledger

Process	<i>Journal Error Correction Process</i>
Process Number	<i>GL – 048</i>

Description of Process

When errors are encountered during the overnight batch process, PeopleSoft General Ledger marks the journal and either recycles or suspends it, according to the settings you specified for error processing. These settings are established during General Ledger definition. **The State of Georgia has chosen to recycle journals containing errors.** This means that the journal will be saved with errors and you will be given the opportunity to correct the next day. There are two types of errors:

- **Header Errors**—A header error will occur if the journal entry date doesn't fall within an open accounting period. Because the journal date determines the period to which a journal is posted, the journal date must be within the range of the current open period before it can be posted. You will also get a header error if the journal is out of balance and you have targeted the journal to a balanced ledger. Any time you enter invalid header information for Ledger Group, Ledger, Source, or Business Unit, you will get a header error.

<u>Message</u>	<u>How to Correct</u>
"The journal date is not in an open period for this ledger"	Copy journal to a new journal with a date that is within the open accounting period for the ledger or wait until accounting period is open if you entered in advance.
"Journal is not balanced"	Go to Lines Panel and enter correct Debit and Credit amounts for the Business Unit.
"Journal is not balanced"	Go to Lines Panel and enter correct Fund for each line.
"Journal is not balanced"	Go to Lines Panel and enter correct Program for each line.
"Actual totals do not match control totals."	Go to Totals Panel and check Control Totals to see if entered correctly. Then check Debits and Credits on Lines Panel.
"Actual totals do not match control totals"	Go to Totals Panel and check Control Lines to see if entered correctly. Then go to Lines Panel and check number of lines entered.
"Actual totals do not match control totals"	Go to Totals Panel and check Control Units to see if entered correctly. Then go to Lines Panel and check Units on lines in Lines Panel.
"Number field format error. The correct format for this field is (13,2) (15,43)"	Enter valid Statistic amount in correct format.

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- Line Errors—Journal Edit errors occur if you enter an invalid ChartField value or ChartField combination on the journal lines.

Message	How to Correct
"ChartField error for value 516001 fieldname ACCOUNT, (prompt table GL_ACCOUNT_TBL)	Enter a Active Valid Account Value
"ChartField error for Value A1 fieldname FUND_CODE, (prompt table FUND_TBL"	Enter an Active Valid Fund
"ChartField error for value 44011202101 fieldname DEPTID, (prompt table ORG_TBL).	Enter a active valid Organization
"ChartField error for value 70004 fieldname PROGRAM_CODE (prompt table PROGRAM_TBL).	Enter a active valid Program
"ChartField error for value 436 fieldname APPROPRIATION_NBR, (prompt table APPROP_KEY_TBL)	Enter a active valid Sub-Class
ChartField error for value 1999 fieldname BUDGET_YEAR, (prompt table BUDGET_YEAR)	Enter a active valid Budget/Year
"A statistical amount is required on line 1. (5010,25)	Enter a valid Statistic Value
"Ledger is not Open for Journal Period"	Enter a Valid Open Ledger for Journal Period
Online Edits	
Message	How to Correct
"Invalid Value – Press F4 for a list of valid values (15,11)	Enter a valid Ledger Group, Ledger, Source, Account, Fund, Organization, Program, Sub-Class, Budget Year, Project/Grant, Statistic Value, or SpeedType.
"Invalid Date(40,10)	Enter a valid date.
"Number field format error. The correct format for this field is (13,2) (15,43)	Enter valid Statistic amount in correct format.
"Field is required (15,8)	Enter valid Account
"A statistical amount is required for on line 1. (5010,25)	Enter a valid Statistic Value.
Offline Edits	
Message	How to Correct

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"No Business Unit Value in Header"	Entire journal will not load to PeopleSoft until the Business Unit error is corrected.
"No Account Value on Journal Line"	Enter a journal line in PeopleSoft with a valid Account value and all other ChartFields.
"Ledger is not Open for Journal Period"	Verify journal date and correct if necessary or request FSS to open accounting period.
"No Date Value on Journal Header"	Enter a valid Date on Journal and re-process.
"No Journal ID Value on Journal Header"	Enter a valid Journal ID and re-process.
"Invalid Business Unit on Header"	Verify Business Unit, make necessary changes and re-process.
"JE with Header and no lines"	Delete journal in PeopleSoft and re-process with line data.
"Base Currency does not exist for primary ledger"	Verify set-up data with FSS.
<p>After reviewing reports for journal entry, you will want to view journal entry errors and make corrections to your journals. The Journal Entry Errors panel is located in the Journal Entry-Base Currency panel group. From the Journal Errors Panel, you can determine which errors the system encountered and then go to the appropriate Journal Entry Panel to make corrections. Users will also be able to review a report from the overnight batch processing that will identify journals with errors and journal lines with errors and messages.</p>	

Input to Process

Recycled Journal with errors that can be corrected. See attached for a list of error messages and the steps necessary to correct them.

Output of Process

The corrected journal is ready to go through Edit, Budget Checking, and Post processes in the nightly batch cycle.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Journal Entry – Base Currency

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Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Review reports to identify journals in error</u></p> <p>Identify journals with errors using the following reports:</p> <ol style="list-style-type: none"> 1. Journal Voucher Error Report (SAR 0139) 2. Reports from offline Interface process in batch cycle. 	Agency
<p><u>Step 2: Open Journal in Error</u></p> <p>From the Journal Entry-Base Currency panel group, go to Update/Display from the Errors Panel. Enter the Business Unit, the Journal ID, and Journal Date for your particular journal. These three fields represent the key fields for all journals. Use the Journal Entry Errors panel to find out which errors the system encountered and then go to the appropriate Journal Entry panel to make corrections. You can also use the report generated from the overnight process to identify errors.</p>	Agency
<p><u>Step 3: View Journal Header Edit Errors</u></p> <p>From the Errors Panel, you can see a list of your Journal Header Edit Errors which could include:</p> <ul style="list-style-type: none"> • Journal is not balanced. This message could be because debits and credits for a Business Unit, Fund or Program are not balanced. Journal with this error can be corrected. • The Journal date is not an open period for this ledger. A journal with this error cannot be corrected. You have to copy to a new journal with the correct date and delete the old journal. Be sure to correct all journal line errors before you copy the journal to a new journal. This will save processing time. • Control Totals not=Actual Totals 	Agency
<p><u>Step 4: Correct Journal Header Edit Errors</u></p> <p>When a journal is not balanced, you can correct by adjusting your debits and credits from the Lines Panel. However, you cannot change the date on your journal because the date is a key field and will be grayed. To correct this error, you will need to copy the journal with a different date.</p>	Agency
<p><u>Step 5: View Journal Line Edit Errors</u></p> <p>From the Errors Panel, you can see a list of your Journal Line Edit Errors. A line error will occur if:</p> <ul style="list-style-type: none"> • One or more journal lines use invalid ChartField values as of the Journal Date. • The currency code field is left blank. 	Agency

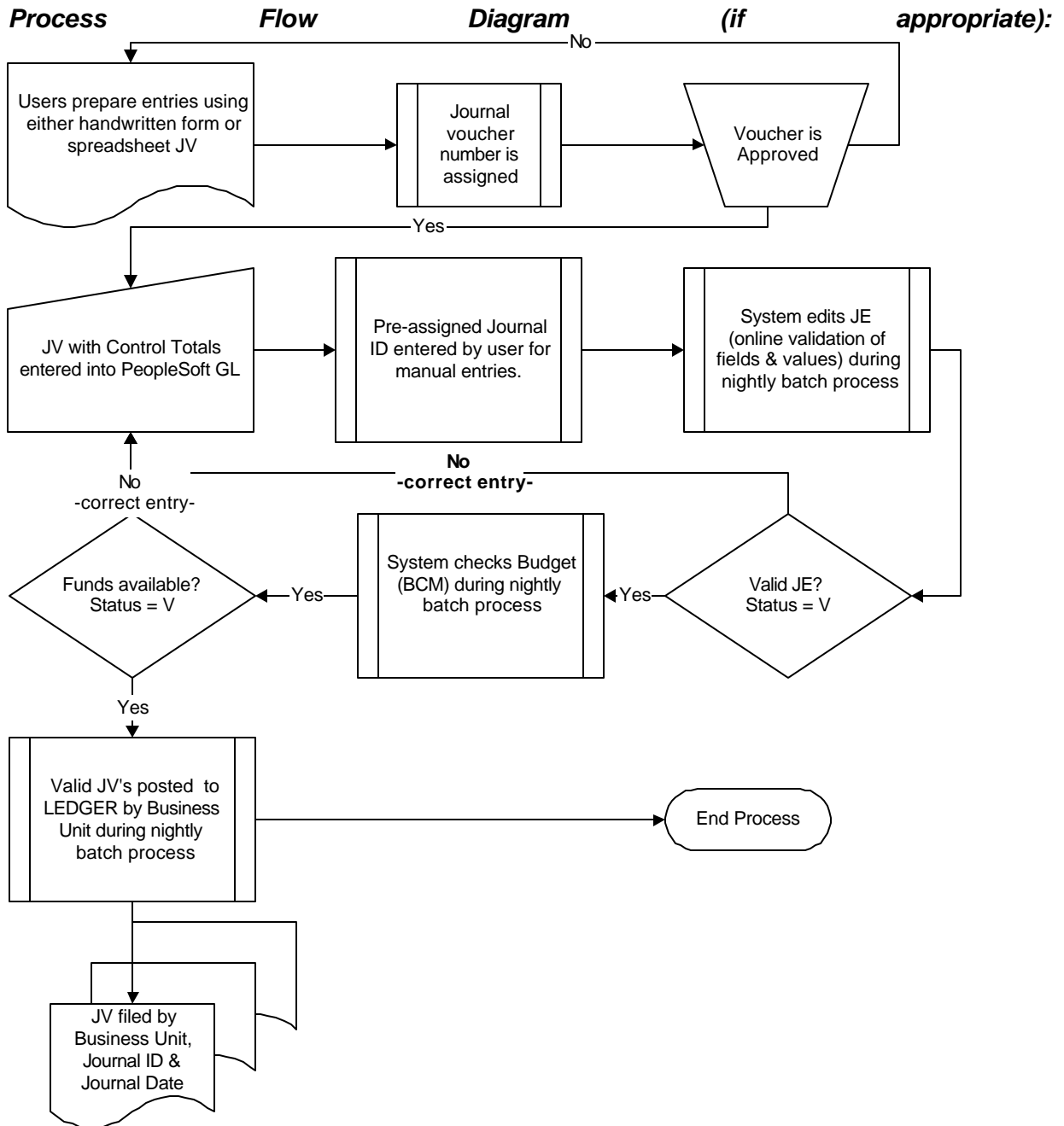
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Step 6: Correct Journal Line Edit Errors If you have line errors, press the Detail button to go directly to the Journal Entry Lines panel where the errors are shown. The cursor is positioned on the line and field in error. Correct identified errors.	Agency
Step 7: Save the journal The corrected journal is now ready to go through Edit, Budget Checking, and Post process in the nightly batch cycle.	Agency

Forms Used with Process (#)

Attach sample form(s) **N/A

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Process Signoff

Phoenix Program
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Tested By
Date Tested

**Phoenix Program
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